

CASH MANAGEMENT SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of complex professional level duties involving the City's cash management (cash inflows and outflows) and investment programs; to monitor, analyze and interpret investment portfolio performance and make decisions regarding asset allocation and optimal investment instruments; to develop, implement and ensure compliance with City-wide cash handling and cash collection and disbursement procedures; and to performs financial analysis and accounting functions.

Supervision Received and Exercised:

Receives direction from the Controller or from other management staff.

Exercises direct supervision over technical accounting staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Plan, assign and review work of accounting staff; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures including performance improvement plans, and provide guidance on the individual development plans.
- Plan, schedule, organize, and supervise the accounts payable process and the cash reconciliation (deposits) process.
- Provide assistance to City staff regarding accounting principles and procedures.
- Develop and implement a program to ensure City-wide compliance with established cash handling, cash collection and payment procedures; schedule and perform departmental reviews for compliance with established procedures and provide guidance, support and training to departmental personnel in appropriate cash handling and cash collection techniques.

CITY OF TEMPE

Financial Management Accountant (continued)

- Provide guidance and support to IT and various levels of management and staff throughout the City with regards to POS systems/subsystems, and provide guidance for various aspects of recording incoming revenue and reconciliation procedures.
- Develop policies, procedures and cash flow projections to maximize investment opportunities and ensure safety and liquidity in the portfolio; compile, monitor, analyze and interpret investment portfolio performance reports and make decisions in accordance with the City's investment policy; analyze and interpret investment portfolio performance results and revise asset allocations; keep abreast of the fixed income bond market and current economic conditions.
- Prepare and monitor the interest income revenue forecast; develop and maintain cash flow forecasts for operating, debt service and capital project funds of the City.
- Coordinate all banking functions as the bank liaison for the City.
- Prepare accounting journal entries to record investment activity, interest allocations, state shared revenue, property tax revenue, and other financial transactions.
- Review, analyze and monitor financial aspects of specific City contracts and agreements; calculate interest on claim settlements and estimate interest earnings for debt issuances.
- Reconcile investments to the general ledger; reconcile trust bank accounts to the general ledger; maintain bond records; coordinate all debt service payments with the bank; prepare accounting journal entries to record debt service payments.
- Maintain ongoing contact with outside entities such as banks, bond brokers, trust companies, State Treasurer's office, and Local Government Investment Pool as regards investment related matters.
- Prepare or coordinate monthly investment and cash management status reports for distribution to City management.
- Prepare specific financial documents, statistical summaries and other materials for inclusion in the City's Comprehensive Annual Financial Report; research and summarize data; ensure compliance with certain accounting standards; prepare specific audit lead schedules; and interact with external auditors.
- Make recommendations and implement policies with regard to the City's cash management processes with emphasis on internal controls.
- Other duties as assigned.

CITY OF TEMPE

Financial Management Accountant (continued)

Minimum Qualifications:

Experience:

Three years of professional accounting, cash management or investment portfolio management experience, preferably in a municipal or government environment.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance or degree related to the core functions of this position.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 335

Status: Exempt / Classified